



Town of Bluffton
Invitation for Bids
HAZARD TREE REMOVAL
IFB #2011-36

The Town of Bluffton is soliciting sealed bids from qualified contractors to provide tree removal services for 17 trees that have been identified as hazardous. These trees are located in and around the Town and are all located on public property and within public right of ways.

A mandatory pre-bid meeting will be held at Town Hall, on December 13, 2010 at 11:00 am in the Large Meeting Room. The meeting will begin with a discussion of the project requirements and other crucial information. After the indoor meeting, Town staff will conduct a tour of all of the project locations (see Attachment 2). Prospective Contractors will be required to visit every job site, and inspect each tree and service requested; a list containing tree species, diameter at breast height, action needed, and location will be provided by the Town (see Attachment 1). All hazardous tree removals shall be clearly marked with white spray paint by the Town. Contractors who do not attend this meeting *will not* be allowed to submit a bid on the project. Attendees arriving at the meeting after 11:10 am may be prohibited from entering, so please plan accordingly.

Sealed bids, including all necessary documents, are due by 1:30 pm on December 20, 2010 at Town Hall, 20 Bridge St, Bluffton, South Carolina, 29910 clearly marked as: ***IFB #2011-36***. No faxed or emailed bids will be accepted. Bidders should submit one (1) original and four (4) copies by the stated deadline. Bids will be opened and recorded at Town Hall on December 20, 2010 at 1:40 pm in the Large Meeting Room.

Questions should be addressed to Sam Connor at 843-706-4592, emailed to sconnor@townofbluffton.com, or faxed to 843-706-4533. The cut off date for questions will be December 16, 2010 at 6:00 pm. All questions and answers will be posted on the Town's website www.townofbluffton.com.

SCOPE OF SERVICES

The Town of Bluffton seeks to contract with a qualified tree service company to provide for hazard tree removal activities. This work consists of the following:

- Removal of 17 hazardous trees within public rights of way and on public property in and around the Town (see Attachment 1).

- All stumps must be ground down level with existing ground.
- Contractor will remove all wood chips and backfill the hole created by stump removal. The hole will be backfilled with dirt to meet existing grade and surrounding compaction.
- Removal of all wood waste and/or nonhazardous debris produced under this contract will be removed from the job site by the Contractor the same day it is produced. This includes the collection and removal of all waste twigs, sawdust, and leaves that have been produced as a result of the tree service activity.
- The Contractor will comply with all applicable requirements for conducting any work in SCDOT rights of way. A copy of the SCDOT approved traffic plan and encroachment permit will be provided by the Town prior to any work.
- The Contractor will schedule and perform requested tree service work within three (3) weeks of notice to proceed.
- The Contractor will provide, at the Contractor's expense, all tools of the trade, equipment, and labor necessary to perform the work to Town specifications.
- Contractor is required to provide an aerial lift with a minimum reach (working height) of 50 feet when necessary.
- The Contractor will not remove trees that are under utility lines unless they employ a qualified line-clearance arborist and/or the power has been turned off by the utility. The Town reserves the right to inspect all credentials of employees utilized for this work and to stop work if unqualified personnel are utilized.
- Due to site conditions it may be required that some work performed under this Contract be conducted by a trained climber without the use of an aerial lift. At the time of bid the Contractor will identify to the Town which trees require the use of a climber, and any costs associated with this activity will be accounted for by the Contractor, and reflected in the Contractor's bid.
- All work will be performed in accordance with the most recent performance standards and in compliance with all federal, state, and local laws.

PERFORMANCE STANDARDS

All activities performed under this contract will conform to the most current published ANSI (American National Standards Institute) Z133.1 standards for safe arboricultural operations.

At time of bid, the Contractor will furnish a certificate of insurance for Worker's Compensation, General Liability, and Automobile. Amount of coverage to be determined and approved by the Town. Insurance will be kept in force, as issued, during the duration of work to be performed.

COMPLIANCE WITH LAWS

The Contractor will comply with all applicable federal, state, and local laws and codes regarding working conditions, hours of employment, overtime regulations, methods and rates of pay, and any other regulations regarding employer-employee relationships. Insurance policy must be written by a company licensed to do business in the State of South Carolina.

The Contractor must be based and operate within South Carolina, and must have a State of South Carolina business license. A Town of Bluffton business license is not required at the time of bid; however it will be required prior to awarding a contract.

GENERAL REQUIREMENTS

Vehicles and equipment used to perform tree removal services will, to the extent feasible, be positioned on paved or gravel surfaces. When it is necessary to operate vehicles or equipment on turf or on tree root zones the Contractor shall use ground protection equipment to protect soil from compaction and turf from damage.

The Contractor will employ only such workers as are skilled in the tasks to which they are assigned. The Town reserves the right to require the Contractor to remove from Town projects and/or not to assign any employee the Town deems incompetent, careless, insubordinate, or otherwise objectionable.

NOTIFICATIONS PRIOR TO START OF WORK

After the initial notice to proceed, the contractor must notify the Town by calling Sam Connor at 843-706-4592 or via email at sconnor@townofbluffton.com at least 24 hours prior to starting each phase (see Attachment 1) to advise of work location. The Contractor may presume that job site entry is permitted as soon as it has given its phone or email notice.

SITE RESTORATION

Inspections of work areas will be done by the Town after the completion of each phase. The Town will inspect complete work areas within 36 hours of being notified of work completion. Contractor will be responsible for and will be notified by the Town of all damages to turf and damage to surrounding trees, shrubs, and grassy areas.

If not corrected by the contractor, damages will be repaired by the Town. Costs generated by this work will be charged back to the Contractor based on the Town's departmental annual hourly labor billing rates plus cost of materials, or cost to bid for outside Contractor to repair damages (depending on the severity of the damages).

WASTE REMOVAL

The Contractor will not incinerate debris, and/or dump waste by/in the street or road. All debris associated with tree removal activities must be hauled away and properly disposed of in accordance with applicable laws for disposal. No materials will be salvaged by the contractor or any party or given, or sold to any third party without prior approval by the Town.

COMPLETION OF WORK

The Contractor will notify the Town by calling Sam Connor at 843-706-4592 or via email at sconnor@townofbluffton.com after completion of each project phase (see Attachment 1); to allow Town staff to inspect all work prior to issuing payment for each phase.

PAYMENT SCHEDULE

Due to the short duration of this work, the Town will only issue one payment for all tree removal services as described in the "Scope of Services" section of this IFB. The phasing of the project is for tracking purposes only, and the payment will be issued within 30 days of completion and acceptance of all three phases.

SUBCONTRACTING

Any contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any other Contractor without prior approval by the Town, or the contract will be immediately terminated. All proposed subcontractors must be disclosed at time of bid.

BID SUBMITTALS

To achieve a uniform review process and allow for adequate comparability, the bid responses must be organized in the following manner:

- Cover letter
- Completed and signed "Tree Removal Worksheet" (Attachment 1).
- Name(s) and certification number(s) of ISA Certified Arborist(s)/Tree Worker(s) that will perform or supervise all tree removals.
- Proof of all appropriate professional licensing for the type of work to be performed.
- Current Proof of Insurance: General Liability, Workers Comp, and Automobile.
- A proposed project schedule, including any anticipated road closures or other impact to the surrounding residential neighbors.
- A disposal plan for legal disposal of all debris removed from the project sites.
- State of South Carolina business license.
- Three references from different owners for similar projects performed within the last 5 years, including names and current contact information.
- If applicable, either documents showing pre-certification as a woman-owned, minority-owned, small, or disadvantaged business

EVALUATION CRITERIA

This work is being funded by a SC Forestry Commission Grant through ARRA (American Recovery & Reinvestment Act), and women-owned and/or minority-owned companies will be given preference.

Bids shall be evaluated on:

- Overall cost of work
- Company has all appropriate insurance, licensing and certifications needed to perform work.
- Experience on similar projects and references
- Certified woman owned and/or minority owned business

The Contract will be awarded to the "lowest responsive and responsible bidder." This term refers to the bidder with the lowest price who has met all of the requirements: their bid is detailed enough to show what will be done or supplied and how much these items will cost, they have the required licensing and insurance, the references they supplied are generally positive, and that they have provided all required supporting documentation that was required to be included with their bid submittals. *Note: Incomplete bids may be rejected.*

TOWN OF BLUFFTON RIGHTS

Bids must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date. If selected, unit pricing shall be valid for a period of one (1) year from date of contract

The Town reserves the right to refuse any and all bids and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your bids, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

Attachments:

Attachment 1: Tree Removal Worksheet

Attachment 2: Tree Location Maps